

**KENTUCKY BOARD OF NURSING
SUMMARY OF MAJOR ACTIONS
Special Board Meeting
September 24, 2004**

EXECUTIVE DIRECTOR SEARCH PROCESS COMMITTEE

Approved the search for an Executive Director of the Kentucky Board of Nursing be handled internally, not sent to an outside agency, and the timeline and process for the search indicated below be followed.

Directed the President of the Board to appoint seven members to the Search Committee on or before the October 21 and 22, 2004 Board Meeting. The President of the Board will be one of the seven appointed members.

Directed that an Interview Panel be comprised of seven members of the Search Committee.

Directed the Search Committee to have its first meeting either just before or just after the October 21 and 22, 2004 Board meeting. This meeting will be scheduled to discuss the process to be taken in detail, review the position description, and plan avenues for advertising/recruiting for the position.

Directed advertisements for the executive director position to be in place by November 15, 2004. Suggestions were made to send notice to the Kentucky Nurses Association before the convention and also to place a notice in the KBN Connection.

Directed that interview questions be prepared, the applications screened and reviewed, and interviews be scheduled by February 1, 2005.

Directed that the final three candidates should be chosen before the April 14 and 15, 2005 Board meeting,

Directed the Kentucky Board of Nursing management staff to meet with the final three candidates and give feedback to the Search Committee.

Directed the final three candidates to meet with the entire Board during the April 14 and 15, 2005 Board meeting.

Directed the Board to make a selection and discuss an appointment date after meeting the final three candidates.

Directed that the new Executive Director will begin work on July 1, 2005 to allow a 2-month overlap with Sharon Weisenbeck, Executive Director.

CORRESPONDENCE

Denied Ms. Calvert's request to have her ARNP registration number changed. Ms. Calvert's ARNP registration number is to remain 3666P.